

## CLAIMS

1. A computer program for controlling creation and insertion of tab stock into  
5 a document comprising the steps of:
  - adding one or more banks of tabs to the document wherein each tab has a  
location spaced from a reference location of the document;
  - inserting text or graphics onto one or more of the tabs in the banks of tabs;
  - selecting a style for the text or graphics on each tab having text or graphics;
  - 10 activating a tab by selecting a page in the document for designating the  
relative location of the active tab;
  - balancing the active tabs; and
  - discarding inactive tabs.
- 15 2. The computer program of claim 1 further comprising:
  - storing a template of banks of tabs;
  - storing a name identifying each template; and
  - storing a position of each tab in each bank of tabs relative to the reference  
location of a document.
- 20 3. The method of claim 1 wherein the step of inserting text or graphics  
comprises receiving, storing or displaying data signals representative of text or  
graphics for the tab.
- 25 4. The method of claim 1 wherein the step of selecting a style comprises  
selecting a type of font and a size of font for the text.
5. The method of claim 1 wherein the step of balancing the tabs  
comprises evenly spacing the active tabs relative to the reference edge of the  
30 document.
6. The method of claim 1 wherein the step of discarding the unused tabs  
comprises sending the unused tabs to a purge exit in a printer.

7. A method for adding tabs to a document and generating a tabulated document comprising:
- storing a multipage document with a reference corner for locating tabs;
  - storing one or more templates of bank(s) of tabs including the size of each tab
  - 5 and the location of each tab relative to a reference corner of a stored multipage document;
  - selecting a template of a bank of tabs from the stored templates;
  - displaying locations of the tabs with respect to the reference corner of the multipage document;
  - 10 at one or more tab locations in the bank of tabs, entering a page number of the multipage document where tab will appear;
  - adding indicia to the selected tabs; and
  - printing the selected tabs and discarding the unselected tabs.
- 15 8. The method of claim 7 wherein the tabs are inserted at a position relative to the selected page and wherein that position is one of the group consisting of at, before, or after the selected page.
9. The method of claim 7 comprising the further step of adding one or
- 20 more bank(s) of tabs from the selected tab template.
10. The method of claim 7 further comprising storing one or more indicia templates with sets of indicia corresponding to tabular indicia.
- 25 11. The method of claim 7 comprising the further step of removing banks of unused tabs.
12. The method of claim 7 comprising the further step of removing actual or logical banks of unused tabs.
- 30 13. A method of creating tabulated pages and inserting the tabulated pages into a document to tabulate the document comprising:
- on a graphical user interface, adding a bank of ordered tabulated pages to a table;

activating one or more tabs by selecting a page in the multipage document for locating the tab;

entering text data for active tabs;

entering style data for selected tabs; and

5 designating the location of each tab relative to its selected page.

14. The method of claim 13 wherein the relative location of a tab is selected from the group of relative locations consisting of before, on and after the page.

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15. A method for adding tabs to a document comprising the steps of opening a graphical user interface for creating tabs;

selecting a tab layout template;

selecting a tab style template or specify the tab style attributes;

15 selecting a tab label template or creating tab text;

verifying that the labels of text fit the tabs;

activating one or more tabs by adding a document page number to identify the relative location of the tab; and

20 select a location of the tab relative to the page from the group consisting of before, on and after the page number;

16. An apparatus for printing tabulated documents comprising:

25 a printer having supply bins for holding print stock in one bin and tab stock in another bin;

a memory for storing one or more templates of a bank of tabs including the position of each tab in each bank of tabs relative to the reference corner of a document and the size of each tab;

30 a computer program operable to select a template for a bank of tabs from the stored templates;

a display device for displaying a graphic user interface showing locations of tabs with respect to the reference location;

said computer program further operable to activate one or more of the tab positions of the bank of tabs when said tab position is designated at a page of a multipage document;

said computer program operable to add indicia to the activated tabs;

5 a print engine for printing the document including inserting printed tabs with indicia into the document;

discharge bins including one bin for receiving the printed, tabulated document and another bin for receiving unused tabs not activated by the computer program.

10 17. The apparatus of claim 16 wherein the memory further stores templates of labels for tabular indicia.

18. The apparatus of claim 16 wherein the memory further stores templates of styles for tabular indicia.

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19. The apparatus of claim 16 wherein the memory further stores templates of banks of ordered tabular media.

20. The apparatus of claim 17 further comprising means for removing  
20 banks of actual or logical unused tabs.